

**SECRET**NPIC/OS-12/67  
30 January 1967

MEMORANDUM FOR: See Distribution

SUBJECT : Handling of Contractors

1. Recently, a case involving the handling of contractors caused considerable confusion and concern. [ ] represents [ ] which has three separate contracts with the Army, one with NSA, one with ACDA and another with ARPA which is pending. He had had somewhat free access to Center facilities until this was discovered. This matter was discussed with him and on separate occasions with the representatives of the sponsoring agency.

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2. [ ] was asked to furnish me with an outline of each of the projects he is working on, so that Center components could be advised as to his "need-to-know" in each case. As soon as received, copies will be made available for your use.

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3. In order to ensure that control is exercised over his activities while in Building 213 the following procedures will be followed:

a. No permanent badge will be provided to him. Each time he plans to visit the Center he will make arrangements via the following personnel who will sponsor him and advise Security so that he may be provided access on a controlled basis:

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b. These sponsors will contact the appropriate Center components to set forth the details of each visit. They will also advise the Security Branch as to who the contact will be. [ ] has been advised that he does not have free access to other areas.

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c. No materials selected by [ ] will be released except to the sponsor via PSD/Registry. All memoranda of transmittal shall state that the recipient sponsor is responsible for the actual release and will ensure that all materials are returned at the termination of the contract.

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GROUP 1 Excluded from automatic downgrading and declassification
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4. Other contractor personnel will be handled in accordance with these general rules except as special provisions are made through the Assistant for Operations. Circumstances will alter these rules -- however, no materials or documents are to be released to contractors without prior approval of the Assistant for Operations.

5. If you have any questions please feel free to call on me for any assistance.



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Assistant for Operations, NPIC

Distribution:

- 1 - Asst. for PA
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- 1 - C/CIA/IAS
- 1 - C/SS
- 1 - C/SB/SS
- 1 - SPAD
- 1 - NSA/LO
- 2 - OS

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